Certification

Owner

Task Aid

FEDERAL
ACQUISITION
INSTITUTE

To foster a high-performing, qualified civilian acquisition workforce.

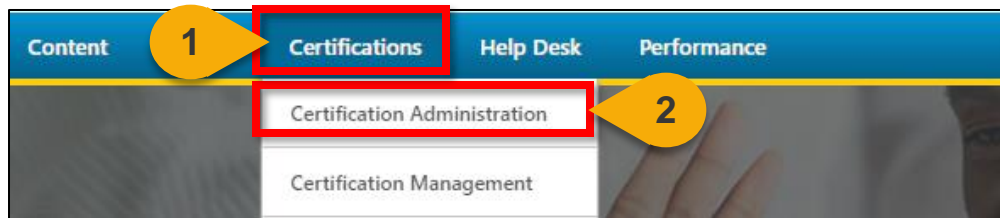*https://www.fai.gov/*

FAI@mail.mil
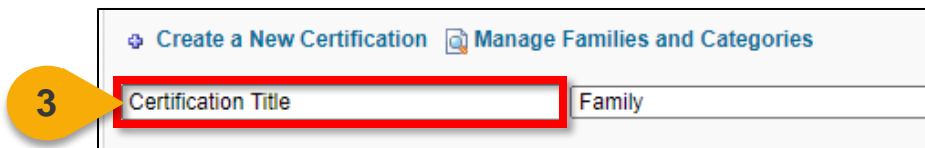
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Certification Management

View Certification Information

When you want to view information about a Certification...
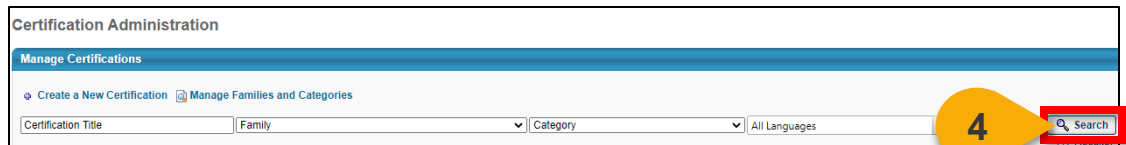
Steps 1 & 2: Hover over the **Certifications tab**, then click **Certification Administration**.
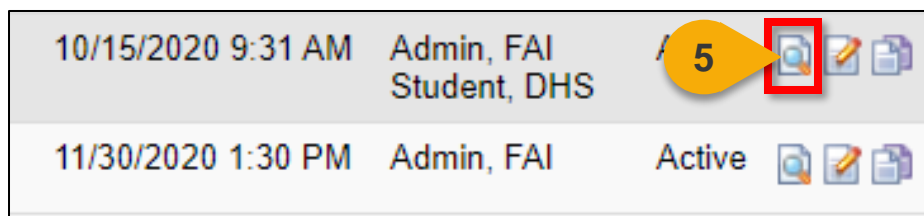

Step 3: Type in the name of the Certification in the **Certification Title** field. Alternatively, you can use the other search criteria available on this page.

Step 4: Click **Search**.

Step 5: Click on the **Magnifying Glass icon** to view information on the Certification of your choice.
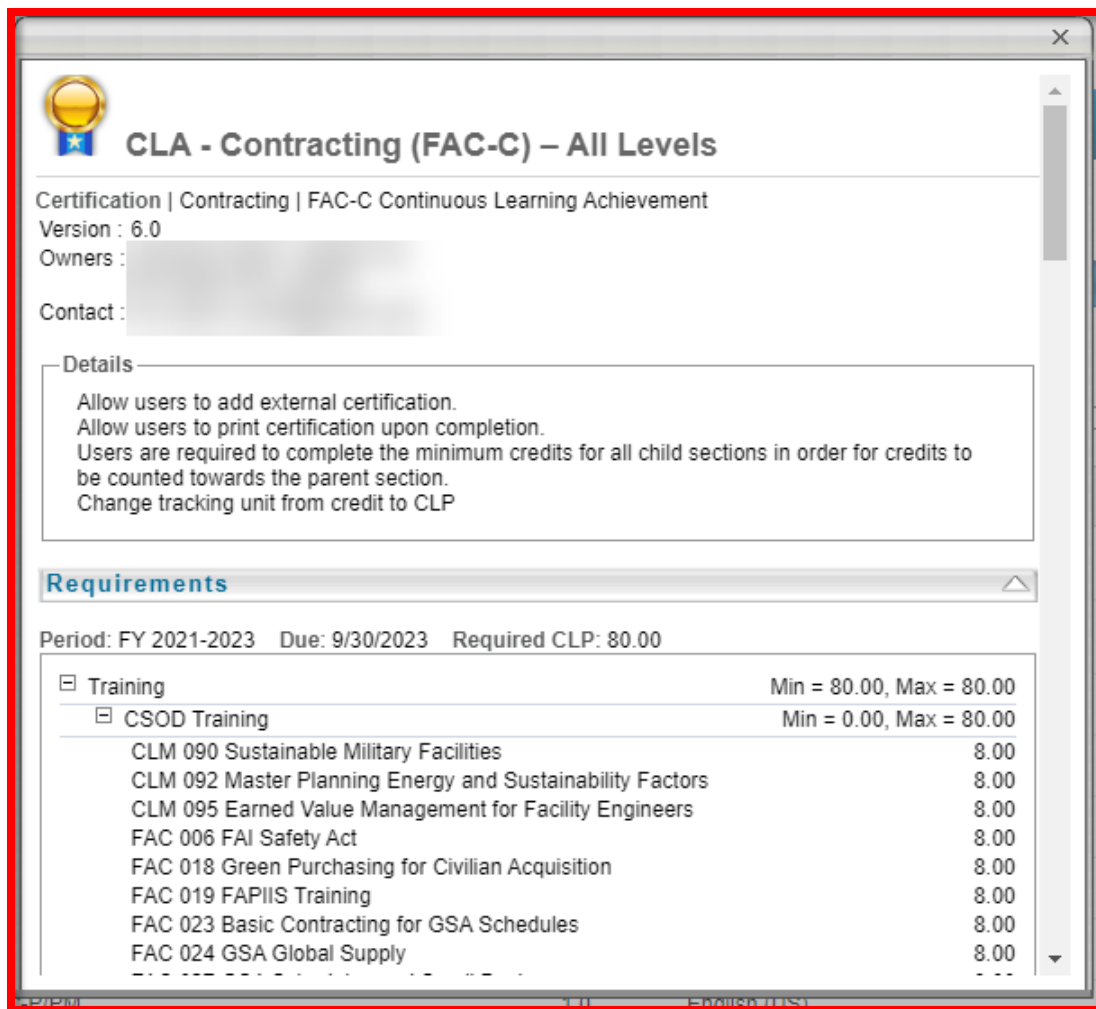
View Certification Information (Cont. 1)

When you want to view information about a Certification…

Step 6: You will now see basic details about the Certification, along with Certification Requirements.

The Requirements sections will show you training, other Certifications, or checklists that are required for the Certification, along with the number of completions each item is worth.

Edit a Certification

When you want to modify a Certification…

Steps 1 & 2: Hover over the **Certification tab**, then click **Certification Administration**.
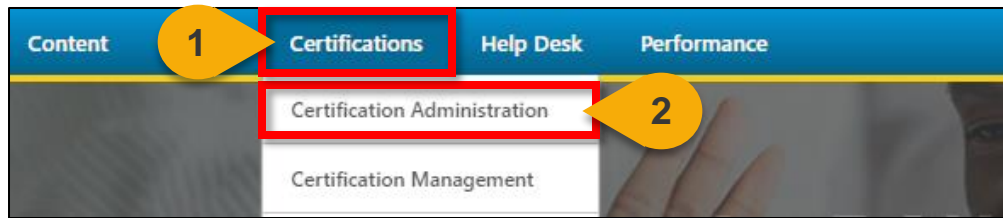
Step 3: Type in the name of the Certification in the **Certification Title field**. Alternatively, you can use the other search criteria available on this page.
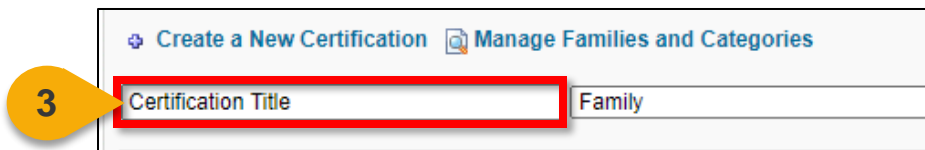
Step 4: Click **Search**.
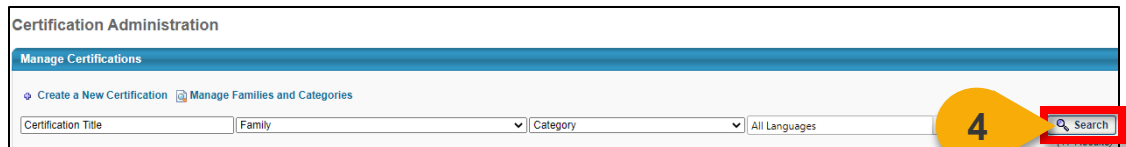
Step 5: Click the **Pencil and Paper icon** to edit the Certification of your choice.

Step 6: Use the **Navigation Links** in the box on the left side of the screen to move to the sections you wish to edit.

Edit a Certification (Cont. 1)

Step 7: Click **Save** on any tab when you are finished. Click **Cancel** to undo any changes that have not been saved. You will be taken back to the Certification Administration page.
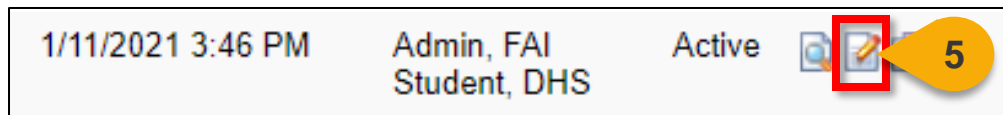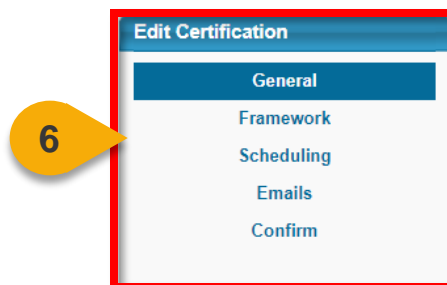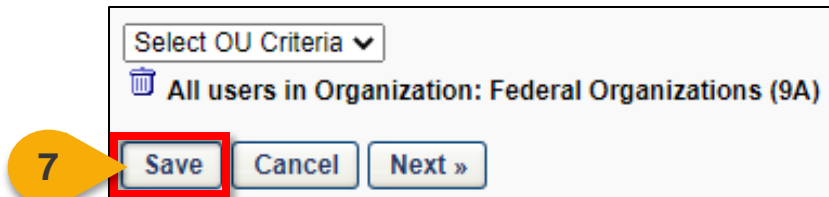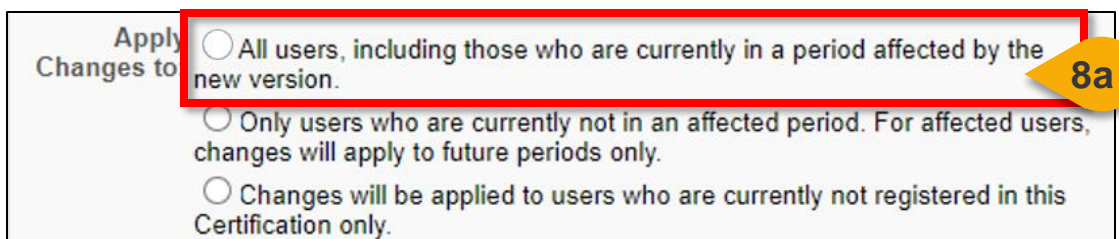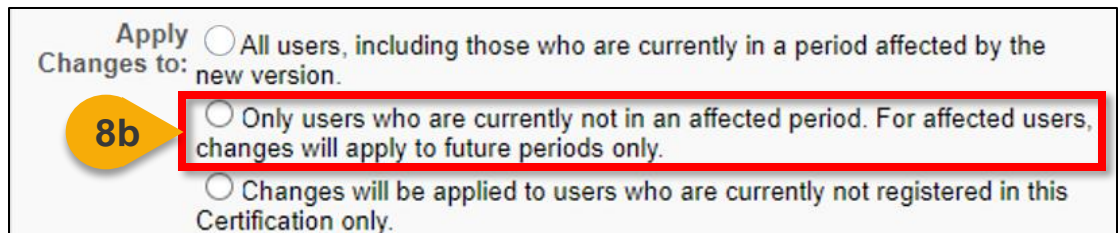

Step 8a: A pop-out will appear that will ask you to define the versioning option you prefer. Select **All Users, including those who are currently in a period affected by the new version** to apply the new version to all Users, including Users who are currently within in the Certification period.

Step 8b: Select **Only Users who are currently not in an affected period. For affected Users, changes will apply to future periods only** to apply the new version to future Users periods of the Certification only.

If you added someone as a Certification, they must also be added the Certification Owner role using the smartsheet found here: https://app.smartsheetgov.com/b/form/abb8e646b7f948819fe67c03dc00bf16

Edit a Certification (Cont. 2)

Step 8c: Select **Changes will be applied to Users who are currently not registered in this Certification only** to apply the new version only to people who are not currently registered for the Certification.

Apply Changes to:
- ○ All users, including those who are currently in a period affected by the new version.
- ○ Only users who are currently not in an affected period. For affected users, changes will apply to future periods only.

8c ○ Changes will be applied to users who are currently not registered in this Certification only.

Step 9: Enter any comments in the **Comment field**.

Comments:

9

(Max. = 250 Characters.)

Step 10: Click **Save**. You will be taken back to the Certification Administration page.

Comments:

(Max. = 250 Characters.)

10 Save Cancel
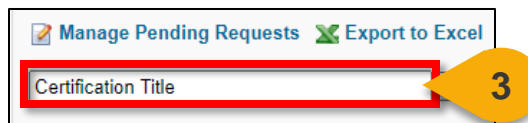
Revoke a Certification

When you want to revoke an Agency Certification for a User...

> You can only revoke certifications you are a Certification Owner for. You can not revoke FAI certifications (FAC-C, FAC-COR, FAC P/PM). Please reach out to faicsod@gsa.gov if you need to revoke an FAI certification.
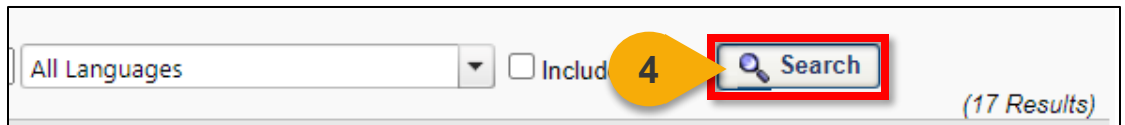
Steps 1 & 2: Hover over the **Certifications tab** and click **Certification Management**.
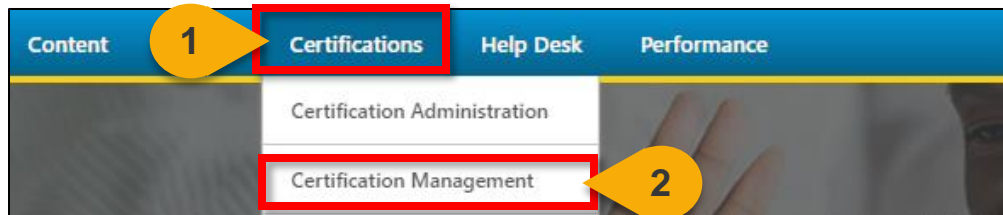
Step 3: Type in the name of the Certification in the **Certification Title field**. Alternatively, you can use the other search criteria available on this page.
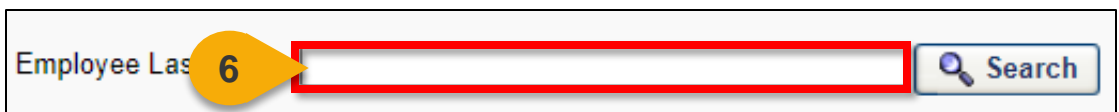

Step 4: Click **Search**.

Step 5: Locate the Certification you wish to revoke and click the **View Users icon** in the Options column.
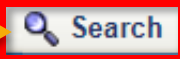

Step 6: A page will open with all the Users who have this Certification on their Transcript. Search for the User whose Certification you wish to revoke by entering their last name in the **Employee Last Name search box**.

Revoke a Certification (Cont. 1)
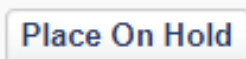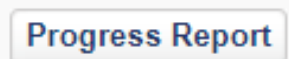
Step 7: Click **Search**.

Employee Last Name: [ ] **7** 🔍 Search

Step 8: Locate the User whose certification you wish to revoke. Click the **clipboard icon** in the Options column.

`

Version	Current Status	Options
3.0	In Progress	**8** 📋 🗑️

Step 9: In the top right corner of the screen, click the **Revoke button**.

Details

9 Revoke | Place On Hold | Progress Report

Title: FAC-C Level 1

Step 10: A popup warning will appear. Enter a comment in the **Comments field** to explain why the Certification is being revoked.
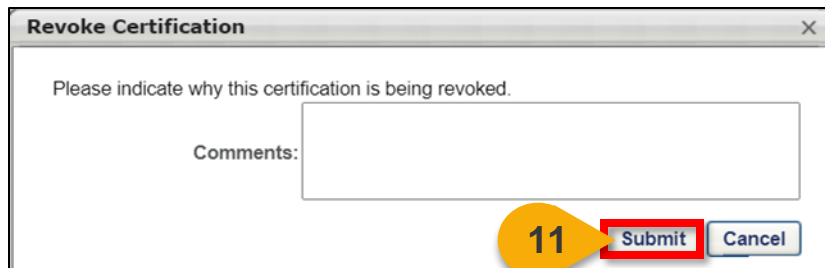
Revoke Certification ✕

Please indicate why this certification is being revoked.

10 [ ]

Submit | Cancel

Revoke a Certification (Cont. 2)

Step 11: Click **Submit.** The Certification Transcript page will reflect the Revoked status in the Status column.

Note: If a User would like to re-enroll in a Certification after it has been revoked, you will first need to remove them from the Certification entirely. Then the User may re-request the Certification. The revocation will still show in reporting.

For Warrants, when you remove a user from a certification, their SF-1402 Access Test LO will not be impacted. The user can go back through the approval process or be proxy-enrolled back into the certification if necessary.

Request a New Certification

If your agency requires a new certification, please use the smartsheet found here: https://app.smartsheetgov.com/b/form/abb8e646b7f948819fe67c03dc00bf16

Reports

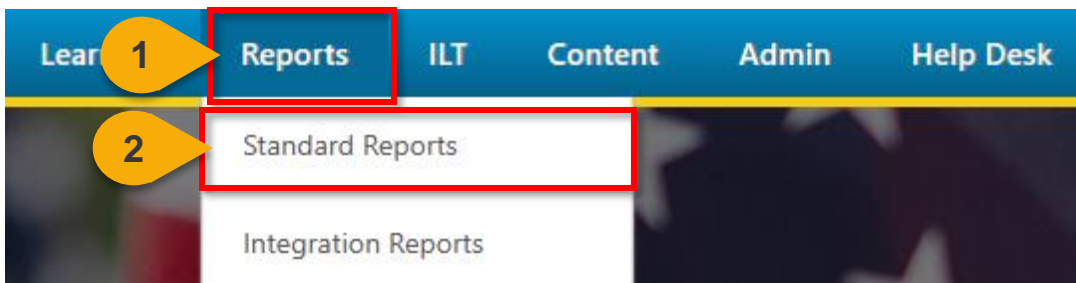Standard Reports Available to Certification Owners:

- Certifications Summary Report
- Certifications Details Report

# View Standard Reports

When you want to view Standard Reports…

Steps 1 & 2: Hover over the **Reports tab**, then click **Standard Reports**.

**Step 3:** Choose the **Report Category**. The Report Categories available will vary depending on your roles.

Step 4: Select the type of report you would like to view by clicking on the **name of the report**. The reports available to you will vary depending on your roles. See the previous page of this task aid for the minimum reports you should see for this role.
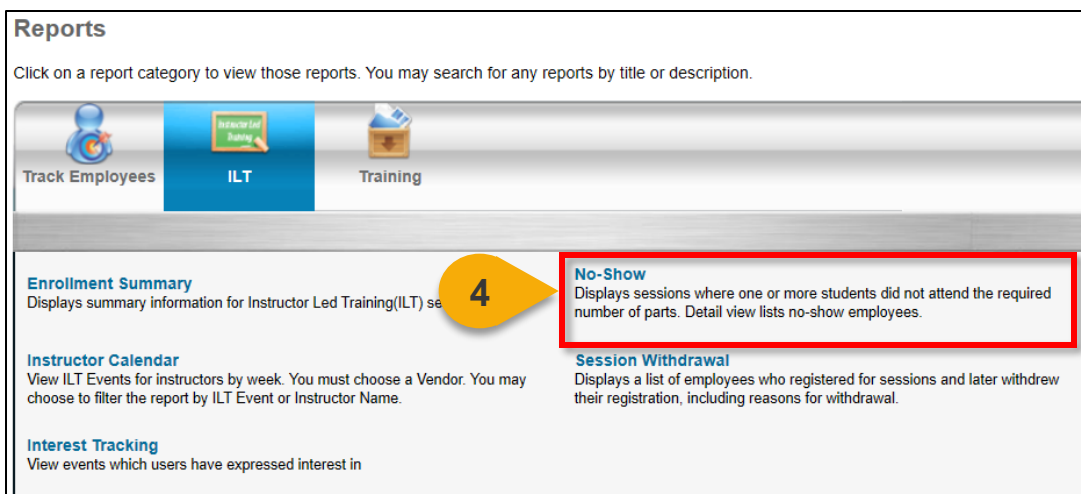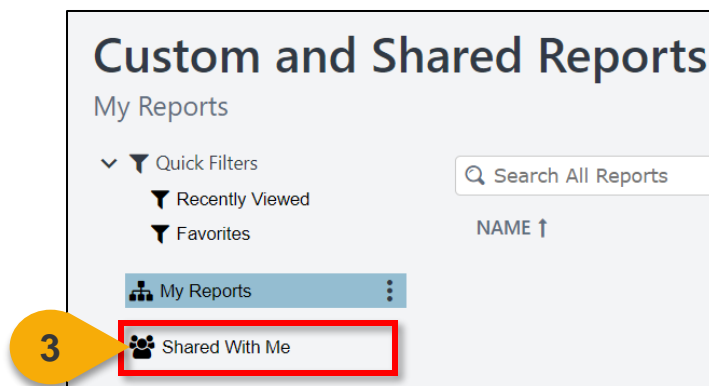
View and Download Custom Reports
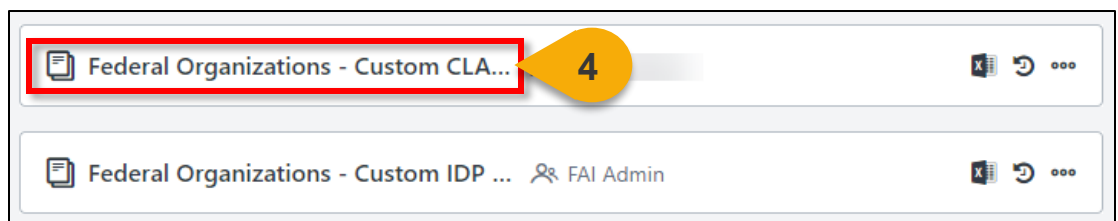
When you want to filter and download a report...

Steps 1 & 2: Hover over **the Reports tab,** then click **Custom and Shared Reports.**
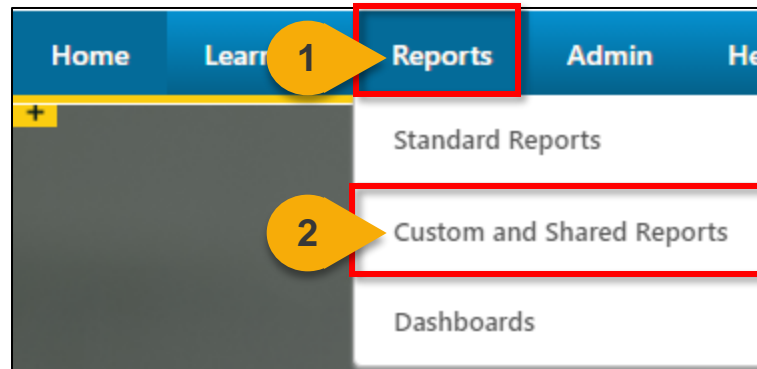
Step 3: On the left-hand side of the screen, click **Shared With Me** to see reports that have been shared with you.

Step 4: Click the **Report Name** you would like to view to update the report filters.

View and Download Custom Reports (Cont. 1)

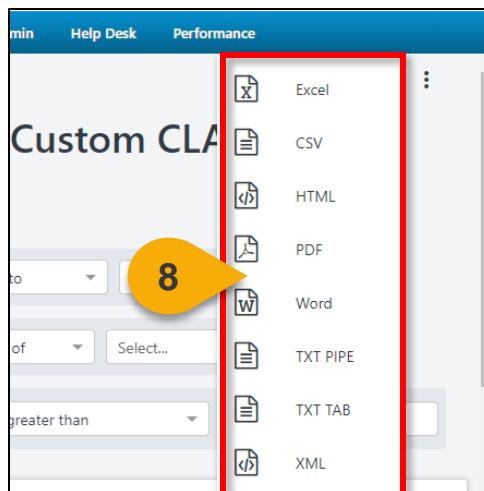**Step 5:** Update the **filters** as needed. The filters will vary based on the report.

Step 6: Click **Refresh** in the top right corner to see a sample of the newly-filtered report on the bottom portion of the page.
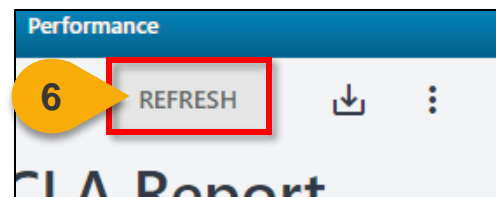
Step 7: Click the **Download Options icon** in the top right corner to see the formats available for this report.
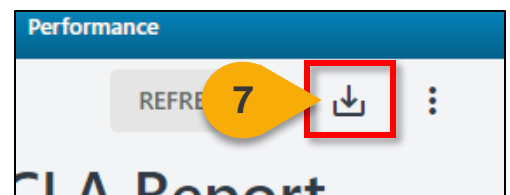
Step 8: Choose the **File Format** in which you would like to download the report. The report will download to your computer.

Additional Resources

Additional Resources

| Support Area	Support Provided	Contact
Defense Acquisition University (DAU) Help Desk	• FAI CSOD System Questions and Issues • FAI CSOD System Errors and Troubleshooting • Password Issues and Resets	Email: DAUHelp@dau.edu Phone: (703) 805-3459, X1
Your Agency's Acquisition Career Manager (ACM)	• Agency-specific Acquisition Training, Certification, and Continuous Learning (CL) Requirements • Agency-specific Acquisition Policies and Procedures • Career Development • Training and Development Opportunities	https://www.fai.gov/humancapital/acquisition-career-manager-acm
FAI CSOD Training Materials and Online Resources	• Task Aids for FAI CSOD Roles • FAI CSOD Training Videos • Other Guidance for Performing Tasks in FAI CSOD	https://dau.csod.com/catalog/CustomPage.aspx?id=221000511 https://dau.csod.com/catalog/CustomPage.aspx?id=221000509
FAI Website FAQs	• FAI CSOD Migration • Acquisition Training • Federal Acquisition Certifications (FAC-C, FAC-COR, FAC-P/PM) • More!	https://www.fai.gov/page/migration-faitas-fai-cornerstone-ondemand-csod-faqs
FAI Staff	All other questions	faicsod@gsa.gov

Certification Update Use Case #1

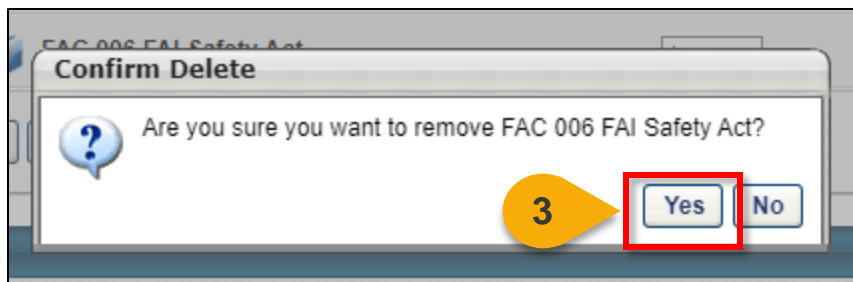When you want to add or remove a requirement from a certification...

Step 1: Follow the Edit a Certification task aid until step 6. Navigate to the **Framework** tab.
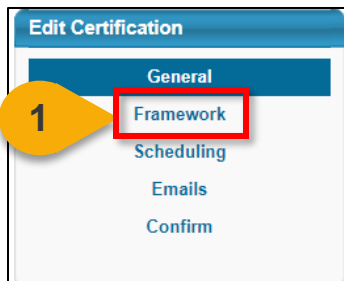
Step 2: To remove a training requirement, click the **trashcan** icon in the Options column.
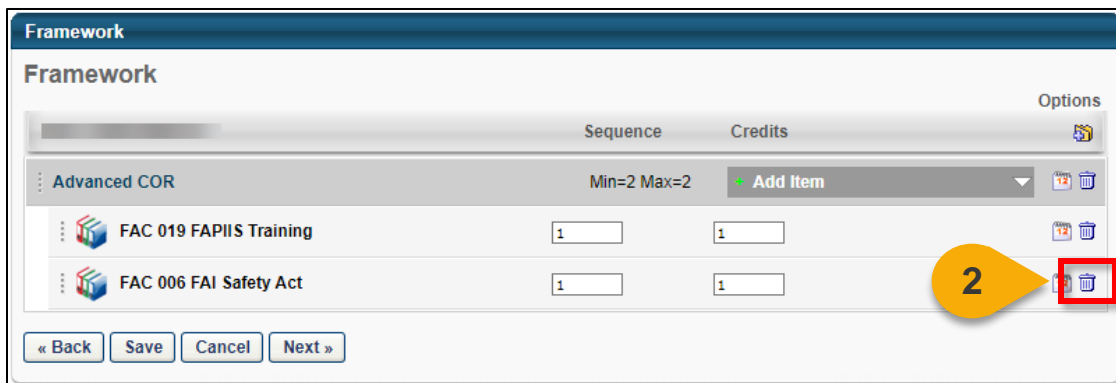
Step 3: A dialog box will open. Click **Yes** to remove the requirement from the certification..

Certification Update Use Case #1 (Cont. 1)

Step 4: To add a new requirement, hover over the **Add Item** dropdown.

Step 5: Select the **item** you wish to add.

- Select **Add Section** to add a new section to the certification. A popout will ask you enter name and min/max completions required for the section.
- Select **Add Training** to add a new training from the catalog. A popout out will allow to you choose from the catalog.
- FAI does not use the **Add External Training** feature at this time.
- To add a new checklist to your certification, please complete the smartsheet found at: https://app.smartsheetgov.com/b/form/abb8e646b7f948819fe67c03dc00bf16

Step 6: After you add your training update the number of credits the new item is worth by entering a numeral in the **Credits** field.

Certification Update Use Case #1 (Cont. 2)

Step 7: Ensure the Min and Max field reflect the required completions for this section. To update, click the **section title.**

Step 8: In the dialogue box, enter a **numeral** into the Min and Max fields.

Step 9: Click **OK**.

Step 10: If required, click the **Calendar** icon to add a validity period.

Certification Update Use Case #1 (Cont. 3)

Step 11: Choose the **validity period** that is appropriate for this requirement.

Step 12: Click **OK**.

Step 13: Click **Next**.

Step 14: Click the **Edit** icon in the Certification Period.

Certification Update Use Case #1 (Cont. 4)

Step 15: Enter a numeral in the **Period Required Credits** to match how many completions are required to obtain this certification.

Configure Training Period

(15) Certification Period Title : Recertification

Period Required Credits : 2

Total Maximum Credits for Selected Sections : 2.0

─ Details ─

☑ Verification required upon completion of period

Select Applicable Sections :

⊞ ☑ Advanced COR (Maximum Credits: 2)

[Select] [Cancel]

Step 16: Click **Select**.

Configure Training Period

Certification Period Title : Recertification

Period Required Credits : 2

Total Maximum Credits for Selected Sections : 2.0

─ Details ─

☑ Verification required upon completion of period

Select Applicable Sections :

⊞ ☑ Advanced COR (Maximum Credits: 2)

(16) [Select] [Cancel]

Step 17: Click **Save.**

(17) [Save] [Cancel] [Next »]

If users are enrolled in the certification, you will be asked to reversion the certification. Please follow steps 8a-10 in the **Edit a Certification** task aid.

Certification Update Use Case #2

When you want to add another training path...

> When adding and equivalent certification path, it is critical that the Min and Max Completions are identical for both paths. See below for a model and examples of incorrect multiple path certifications.

Example 1: Equivalent paths (correct) ✅

Example 2: Non-equivalent paths (incorrect) ❌

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When you want to add another training path...

Example 3: Equivalent path is subordinate to main path (incorrect) ✕

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